



Properties tab

Attachment

Gallery

Page Sorter

**Adding/Renaming/Deleting Pages**

The first thing you will want to do is to add the amount of pages you would like to create for your class and provide names for each page. There are several ways to perform these commands:

To add a page

* Either click on the green plus sign located in the main toolbar as well as the slide view area or you can select the drop down menu above a slide to insert additional blank pages

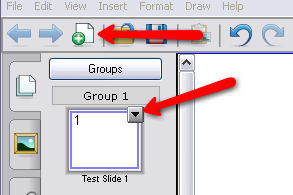
To rename a page

* You can also select the drop down menu to rename any page but the quickest way would be simply to double click on a page to rename it

To delete a page

* You can use the drop down menu to delete any slide or you can just hit **delete** on your keyboard while a slide is selected to delete it as well

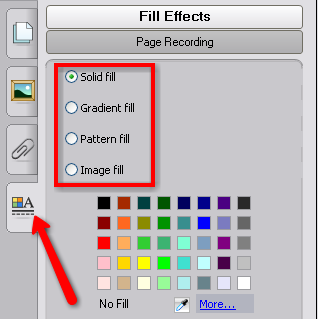
**Note:** The drop down menu commands can also be accessed by right clicking on a slide



**Adding a Background**

If you would like to add background colors or images to your pages instead of just leaving them white, then you may change the fill effects of your pages by selecting the **Fill Effects** tab in your slide view area. Here you may select to insert:

* Solid color fill
* Gradient fill
* Pattern fill
* Image fill
  + This option will require you to provide an image from your computer



**Inserting Text**

To insert text into you interactive whiteboard presentations:

1. Click on the text icon located in the main toolbar
2. Click on a blank area of your workspace and draw out a text box for your text
3. Type your text into the text box and use the fonts toolbar to modify your text for the right look

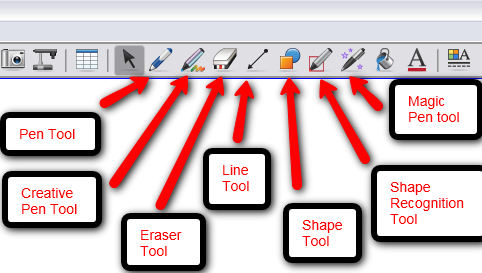
Smartboard_Text_Icon.png



**Drawing Tools**

SMARTBoard includes an array of different drawing tools that teachers and students can use to draw out ideas or design shapes. The tools include:

* Pen Tool
* Creative Pen Tool
* Eraser Tool
* Line Tool
* Shape Tool
* Shape Recognition Tool
* Magi Pen Tool



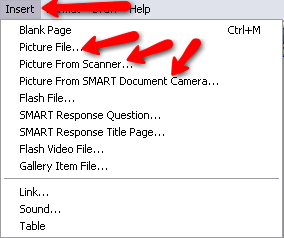
**Inserting Media**

**Inserting an Image**

To insert an image into SMARTBoard:

* Click on the Insert menu at the top of the screen
* Select from what source you would like to import the file from
  + Insert from Computer
  + Insert from Scanner
  + Insert from SMART Document Camera

**Note:** You can also insert images directly into your white board work area by dragging the image files from your computer right into the SMARTBoard work space

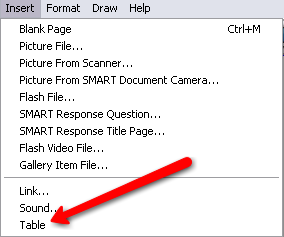


**Creating Tables**

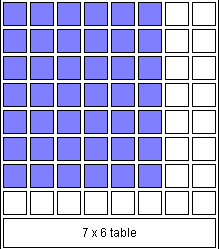
**Inserting a Table**

To insert a table into your white board presentation:

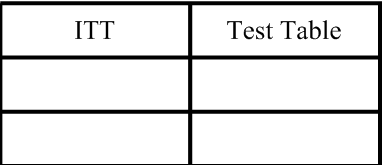
* Click on the Insert menu at the top of the screen
* Select table from the list of options



* In the new screen, scroll your mouse over to the right and down to select the amount of rows and columns you would like your table to have

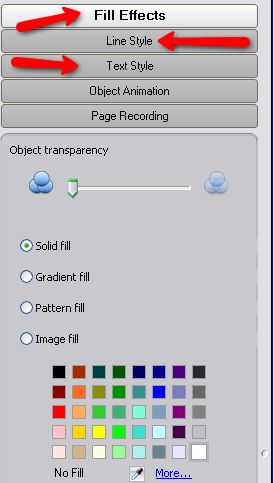


* The final product will be a standard black table



You can choose to edit the look of your table as well once you have inserted it. To edit your table:

* Select the table in your white board work area
* Click on the Fill Effects tab in the left side of the screen
* You will be given several different ways to edit your table. The three main tabs that we are concerned with are the fill effects tab, the line style tab, and the text style tab as they directly pertain to your table

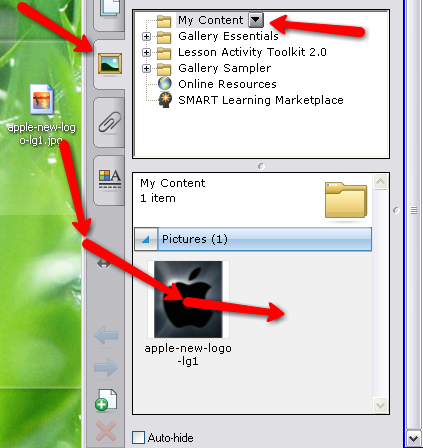


**Adding Images to Content Folder**

To add your own images into your SMARTBoard content folder:

* Click on the Gallery tab
* Select the **My Content** folder from the list of folders
* Locate the image files you would like to include in your content folder
* Click and drag the files into the display area for your content folder

Saving images into your content folder allows you to insert images into your white board faster because you do not have to manually search for them through the insert command. Simply drag an image file from the**My Content** folder right into the white board work area



**Screen Capture**

To do a screen capture of your white board work area:

* Click on the screen capture tool located in the top toolbar



* A small screen will open up that displays the different types of screen captures you can perform
  + The left most button allows you to draw a rectangle around the area that you wish to take a screen capture of
  + The next button over from the left lets you take a screen capture of the entire screen
  + If you have multiple screens connected to your computer, the next button over will let you choose which display you would like to take screen capture of
  + The last button on the far right lets you do a unique type of screen capture. Instead of drawing a simple rectangle around the area you wish to capture, you can draw out your own unique shape and capture only the area that you need

